

Required Reading for Electronic Case Filers

An understanding of, and adherence to, the *Local Rules of Practice* and the *Electronic Case Filing Procedures* is important to be an effective electronic filer in the U.S. District Court for the District of Colorado. Additionally, the *Electronic Case Filing User Manual* provides more specific instruction for electronic filing. Once you become an electronic filer you must file all permissible filings electronically.

Step 1: Access and review the Local Rules for the District of Colorado at:

[Local Rules of Practice](#)

Step 2: Access and thoroughly review the ECF Civil Procedures, Version 6.1 at:

[Electronic Case Filing Procedures \(Civil Cases\) \(6.1\)](#)

Step 3: Access and review the ECF User Manual, Version 6.1 at:

[Electronic Case Filing User Manual](#) - Specifically read Chapters 2, 4, 5 and 8.

Step 4:

After you have completed your reading assignment and completed the on-line training you are ready to submit a registration for electronic filing in our district.